

Application for Road Opening

Community Amenity Local Law No. 1 Clause 14



Allow 5 business days for assessment. If a partial or full road closure is required as a result of the road opening works, a road closure permit is also required.

Applicant Details										
Site Address:										
Applicant/Business Name:										
Applicant's Postal Address:										
Telephone Number:				Mobile Number:						
E-mail Address:										
ABN:						ACN:				
Public Liability Insurance Details										
Insurer:										
Policy Number:				Expiry Date:						
Do you have an Asset Protection Permit?										
NO		YES / / APP								
Type/Location of Road Opening (Tick box)										
Sewer Connection				Storm Water Connection				Electrical/Power Connection		
Communications Connection				Service Authority Works				Other - describe		
What part of the road reserve are your works in?										
Footpath		Nature Strip		Road or Lane		Car Park		Kerb Channel		
Size of Opening:		m^2		m L x		m W =				
Period of time for occupation		From:		/ /		To:		/ /		
Do any of the following assets require relocation as a result of the Road Opening? (Tick box)										
The applicant is responsible for all associated costs as a result of the relocation of any Council assets.										
Parking Ticket Machine				Street Furniture				Litter Bin		
								Other (please state)		

Application Requirements

Memorandum of Authority (if applicable): A VicRoads M.O.A. is required from the Coordinating Road Authority to conduct work in a road reserve (e.g. public/arterial roads). Additionally, under the Road Safety (Road Rules Regulations), if a major traffic control item (e.g. introducing a speed reduction or the installation of temporary traffic lights) is to be utilised, a M.O.A. must be obtained.

Site Plan/Drawing: Site plan/drawing must clearly show the following: (a) the area of the opening including all dimensions; and (b) safety measures (signs, barricades, line markings etc.) for the management of pedestrians.

Traffic Management Plan (if applicable): The plan must show all safety measures for the management of traffic and pedestrian safety (e.g. signs, barricades, line markings), dimensions (e.g. area of use, area remaining, distance from any intersections), and any obstructions (e.g. signs, trees, bicycle racks, street furniture).

Legal Point of Discharge (if applicable): A legal point of discharge must be obtained before a permit for Stormwater drainage works can be issued. Contact Building Solutions on (03) 9209 6253 to apply.

Site Condition Photos: Prior to commencement of works, site condition photos are required to establish/confirm the extent of reinstatement on completion of works.

Principal's Indemnity Agreement

Obligation to insure: The Permit Holder shall at all times during the agreed Term, be the holder of a current Public Liability Policy of insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the Permit Holder providing coverage for a minimum sum of \$20M. The Public Liability Policy shall be affected with an insurer approved by the Council. The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Hirer/User/Permit holder.

Council's indemnity: The Permit Holder agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Permit Holders performance or purported performance of its obligations under the Permit once granted and be directly related to the negligent acts, errors or omission of the Permit Holder.

Application Checklist

copy of current Public Liability Insurance

copy of VicRoads M.O.A., Traffic Management Plan, site plan/drawing, legal point of discharge, site condition photos

Applicable fees will be invoiced on receipt of your application.

How to Apply

Email: devpermits@portphillip.vic.gov.au

Mail: City Permits, City of Port Phillip, Private Bag No. 3, PO St Kilda, VIC 3182

Acceptance of Terms and Conditions

I declare that I am an authorised person to apply for the Road Opening Permit and that all information in this application is true and correct.

I accept and undertake to comply with the conditions specified on the permit and understand and accept that all fees are non-refundable.

By signing this application, I agree that I have read, acknowledged, and accepted all of the terms and conditions, and disclosures contained in this document.

If the applicant wishes to cancel the permit once the invoice and permit has been issued by Council, then the applicant will be liable to pay the application fee.

Applicant's Name:

Applicant's Signature: **Date:**

Privacy Statement: The personal information requested on this form is being collected by the council for purposes of assessment in accordance with Community Amenity Local Law No. 1, Clause 14. The personal information will be used solely by the Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the purpose of considering the application for a Road Opening Permit and that he or she may apply to the council for access to the information. Requests for access and or correction should be made to Freedom of Information & Privacy Officer Governance & Engagement Department, City of Port Phillip.